



**RULES OF THE JUDICIAL
MERIT SYSTEM
OF THE SUPERIOR COURT IN
YUMA COUNTY**



APPENDIX D

SUPERIOR COURT IN YUMA COUNTY

JUDICIAL TUITION REIMBURSEMENT POLICY AND PROCEDURE

TUITION REIMBURSEMENT

Eligible employees are encouraged to attend internal and external training and education and development programs to develop and strengthen the knowledge and skills necessary to perform their current or anticipated job responsibilities within the Courts. The intent of this policy is to reinforce the Court's Core Values by helping employees learn, change and improve. The objective of this policy is to strengthen the Court's ability to attract and retain highly qualified employees.

Definitions:

Eligible Employees must be classified regular status full time and meet the following criteria:

- one year of continuous service with the Courts
- not be on probationary, or disciplinary status
- received **at least a "Meets" or equivalent** rating on their most recent performance evaluation
- receive a grade of "C" or, "Pass" or better on any class submitted for reimbursement
- is not eligible and capable of utilizing the "HOPE" credit per IRS code
- continue employment with the Court's for a period of one year from the receipt of each reimbursement.

Eligible Courses are defined as:

- Scheduled class meetings or on-line instruction for a quarter or semester period
- provided by an accredited institution, such as a state college or university, or community college in regular or extension programs
- provided by a professional certification organization such as (SHRM, CPA, ABA , etc.)
- learning that is included in a formal degree program and/or specialized instruction must receive pre-approval by the Judicial Management Team. If special circumstances exist, the Appointing Authority must submit a written justification to the Judicial Management Team for approval.

Reimbursement is defined as up to 100% of costs for tuition and is paid:

- for expenses pre-approved by the Appointing Authority, **subject to an amount appropriated by the Yuma County Board of Supervisors in its annual budget for this purpose. When the employee submits an official grade report that the course was satisfactorily completed with a grade of “C” or better, or “Pass”.**

Reimbursement will be made according to the following scale:

for a grade of “A” or “Pass” – 100%

for a grade of “B” or “Pass” – 90%

for a grade of “C” or “Pass” – 80%

for a grade of “P” or “Pass” – 80%

- in the pay period following the pay period in which a completed reimbursement request is received in human resources **for up to 24 credit hours per calendar year.**
- **Applications are accepted and processed on a first come, first served basis until the appropriated amount has been exhausted for each fiscal year.**

Tuition Reimbursement Agreement and Application Forms can be obtained from the appointing authority.

Employee Responsibilities include actions required by employees to receive reimbursements, subject to other paragraphs within this Chapter:

Employees are responsible for submitting in advance appropriate documentation to and obtaining prior approval of their appointing authority:

- a properly completed tuition reimbursement application form prior to beginning the course
- a properly completed check requisition form to the appointing authority upon completion of the course

Employees are responsible for full payment of all costs to the institution or course provider.

Employees are responsible for returning any reimbursement amount paid, where the employee separates from the Court before completing the required one year of service. The amount to be deducted from the employee's final paycheck will be based on the length of time since the reimbursement until the date of the employee's separation.

Employees are responsible for providing their written acknowledgment of and their compliance with the provisions of the tuition reimbursement policy and agreement.

(Adopted February 13, 2006)